D. FLEET INFORMATION SYSTEM

Section 37.450 RSMo. requires the Office of Administration to implement a fleet tracking system. To meet that requirement, the Office of Administration, Division of Information Systems is internally developing a mainframe, web-based fleet information system. The Office of Administration anticipates this system will be fully functional in July 2003.

System Benefits

- Uniform reporting method of state vehicle data from all state agencies
- Statewide fleet analysis including the ability to monitor agency compliance with the State Vehicle Policy
- Accurate and consistent count of the number of state vehicles
- Reconciliation of vehicle data with the Department of Revenue
- Data transfer of maintenance and repair information from the OA/Vehicle Maintenance system, reducing data entry for state agencies
- Data transfer of statutorily required annual alternative fuel reports to the Department of Natural Resources – Energy Center, reducing preparation time and duplicative efforts for all state agencies

System Requirements

1. The Fleet Information System will capture the following data elements[1]:

    a. Basic Vehicle Information
    - Vehicle Identification, License, Title and Inventory Numbers
    - Year, Make, and Model
    - Vehicle Category (passenger car, truck, van)
    - Vehicle Sub Category (compact, mid-size, full-size)

    b. Assignment Information
    - SAM II Agency Number and Name
    - SAM II Organization Number and Name
    - Vehicle Location
    - Assignment Information (pool, work unit or employee name)
    - Vehicle Purpose (i.e.: client or staff transport, special purpose vehicle)

    c. Fuel Configuration Type (to facilitate annual reporting to the Department of Natural Resources)

    d. Acquisition and Disposition Information

    e. Usage (miles driven)

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[1] This is a partial listing of data elements. A complete list of data elements is available on the State Fleet Management website.

      f.   Fuel Consumption Information (fuel type, cost, etc.)

      g.   Maintenance and Repair Cost Information. Minimally, agencies will have to provide cost information, but they will have the option of entering maintenance and repair descriptions at varying levels of detail, depending on their needs.

2. Capture historical information for each vehicle. Data will be available for the entire life of the vehicle regardless of the agency to which it is assigned.

3. Ability to accept automated data transfers from agencies with existing fleet management systems. Agencies with large vehicle fleets, such as MoDOT and Conservation, have existing fleet systems that provide more functionality than required for the new state fleet system.

4. Provide reporting capabilities for various standard monthly, quarterly and annual reports. The Fleet Information System will utilize existing MOBIUS report distribution software. Ad-hoc reporting will also be available.

5. Vehicle data for FY 03 will be converted into the new system.

6. The system will contain a variety of tables established and maintained by the State Fleet Manager. These tables will provide valid values for data elements, ensuring consistency in reporting.